



**City of Burbank – COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

**REQUEST FOR DUPLICATION OF THE
OFFICIAL COPY OF PLANS**

ACTIVITY NO.
BS _____

PROCEDURE. In accordance with Section 19851 of the California Health and Safety Code, the following procedures will apply to any request for reproductions of plans maintained by the Building Division as a part of the public records. Upon receipt of a request to duplicate an official copy of the plans:

1. The person requesting to duplicate the plans shall complete the attached affidavit,
2. The Building Division will request written permission from the current owner of the building.
 - A. The request by the Building Division shall:
 - 1.) Include a copy of the affidavit signed by the person requesting to duplicate the official copy of the plans,
 - 2.) Be sent by registered mail, and
 - B. The person requesting to duplicate the official copy of the plans shall pay all applicable fees.
3. The Building Division will request written permission from the certified, licensed or registered professional who signed the original document, or their successor, if any.
 - A. The request by the Building Division shall:
 - 1.) Include a copy of the affidavit signed by the person requesting to duplicate the official copy of the plans,
 - 2.) Be sent by registered mail, and
 - B. The person requesting to duplicate the official copy of the plans shall pay all applicable fees.
 - C. The Building Division will determine that any refusal by the certified, licensed or registered professional is unreasonable under Section 19851(f), if:
 - 1.) The professional fails to respond within 30 days, or within 60 days if extended by the Building Official, or
 - 2.) The professional refuses to grant permission for the duplication of plans after receiving the signed affidavit and registered or certified letter as specified in Section 19851 (c) and (d).

RESTRICTIONS. In accordance with Section 19853 of the California Health and Safety Code, the reproduction of drawings shall not apply to buildings containing banks, other financial institutions or public utilities.

REPRODUCTION OF PLANS: If permission is obtained from both the building owner and the professional of record, the following procedure shall apply. If permission is not obtained from the building owner, the plans may not be duplicated.

1. The Building Division will deliver the original drawings or microfilm copies to a reproduction company approved by the Division.
2. The applicant shall pick-up the duplicated copies from the reproduction company and pay for all fees.
3. The reproduction company shall return the original drawings or microfilm copies directly to the Building Division.

I AM SUBMITTING A REQUEST TO DUPLICATE THE OFFICIAL COPY OF PLANS FOR (NATURE OR DATE OF PROJECT):

PROJECT ADDRESS:

CURRENT OWNER:

OWNER ADDRESS:

CITY/ STATE/ ZIP

PHONE

PROJECT ARCHITECT/ENGINEER OF RECORD

ADDRESS:

CITY/STATE/ZIP

PHONE:

APPLICANT'S STATEMENT

I certify that I have read and understand the following provisions as required by California Health and Safety Code Section 19851(c):

1. That the copy of the plans shall only be used for the maintenance, operation and use of the building, and
2. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record, and
3. That subdivision (a) of Section 5536.25 of the Business and Professions Code states: "A licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents where the subsequent changes of uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate cause of the damage."
4. BUILDING DIVISION CAN ONLY MAKE THE PLANS AVAILABLE FOR THE PURPOSES OF MAKING COPIES AND CANNOT VERIFY THAT THE PLANS WILL IN FACT CONTAIN ALL THE INFORMATION THE APPLICANT IS SEEKING. FEES PAID TO THE REPROGRAPHICS VENDOR ARE NOT SUBJECT TO REFUND.

Signed: _____

Applicant: _____

Date: _____

Address: _____